

# Adjutant General's Department

11/30/2012

## YOUR DIRECT LINK TO State Vacancies

POST &/or  
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Ft. Riley & Salina	1,2,3	Unclassified Full-time	<b>New Equipment Body Mechanic Seven Positions</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=173387">https://www.da.ks.gov/ps/pub/reginfo.asp?id=173387</a>	RSMS	Dec. 9, 2012
Topeka	1	Unclassified Full-time	<b>Applications Programmer Analyst III - GIS Coordinator</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=173378">https://www.da.ks.gov/ps/pub/reginfo.asp?id=173378</a>	DOFE	Dec. 6, 2012
Salina	1,2,3	Unclassified Full-time	<b>Utility Worker</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=173353">https://www.da.ks.gov/ps/pub/reginfo.asp?id=173353</a>	DOFE	Dec. 15, 2012
Topeka	1,2,3	Unclassified Full-time	<b>Executive Assistant to The Adjutant General – Administrative Officer</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=173322">https://www.da.ks.gov/ps/pub/reginfo.asp?id=173322</a>	Office of The Adjutant General	Dec. 7, 2012
Ft. Riley	1,2,3	Unclassified Full-time	<b>REOPENED Media Blaster</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=172880">https://www.da.ks.gov/ps/pub/reginfo.asp?id=172880</a>	RSMS	Dec. 2, 2012

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1,2,3.

### **NEW Equipment Body Mechanic** **Readiness Sustainment Maintenance Site – Fort Riley & Salina, KS** **Six (6) Openings for Fort Riley, KS & One (1) Opening for Salina, KS**

**Requisition #173387 – Closes December 9, 2012** - Full time, unclassified temporary with benefits, state position, \$15.03 per hour. All application must be received by the closing date of 12/09/2012.

**Job Description:** Measures, marks, cuts and stacks materials for products. Selects stock as per the welder or Equipment Body Mechanics Instructions, and places it in the work area. Assists by clamping, holding, lifting or positioning materials for welding or repair. Places welding machines and equipment near the work location. Rolls and unrolls hoses, and cables. Performs routing maintenance and repair on equipment as needed. Prepares metal surfaces for painting or repairs. Uses grinders, sanders, media blast machines and chemical cleaners. Operates spray equipment and cleans after use. Applies primers, preparations and paints various types.

**To Apply:** Register your Personal Data and Apply online at [www.jobs.ks.gov](http://www.jobs.ks.gov) **OR** contact  
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.  
**Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391**

**NOTE:** On-line application and listing of other State Vacancies are available on the Internet, [www.jobs.ks.gov](http://www.jobs.ks.gov)

**Minimum and Preferred Qualifications:** Requires experience and/or training equal to two years in an automotive body or metal shop. School in welding or body work may be substituted for experience. 90 clock hours or two (2) semester hours for one (1) month experience. Maximum substitution of 1 year experience.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>  
(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a State of Kansas Employment Application to K. Noel, 1970 2nd St., RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harper@us.army.mil](mailto:janice.l.harper@us.army.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172880. The Adjutant General's Department is an Equal Opportunity Employer.

## **NEW Applications Programmer Analyst III - GIS Coordinator** **Director of Facilities Engineering, Topeka, KS**

**Requisition # 173378 – Open until December 6, 2012** – Full time, unclassified with benefits, state position, \$24.48 to \$26.98 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

**Job Description:** Plans, coordinates and manages the agency's GIS programs. Provide the Agency GIS Analyst with direction. Develops and maintains a formal GIS program and business plan for the agency. Maintain awareness of the GIS needs and capabilities of all cross jurisdictional stakeholders with a role in prevention, preparedness, response and recover operations for all types of emergencies including terrorist threats and other potential hazards. Ensure that all GIS programs/projects comply with the agency's strategic plan and priorities, are delivered in accordance with various federal and local standards and all are implemented in the most effective, economical manner within budgeted resources. Manages the Geographic Information Systems (GIS) program and maintains the Common Installation Picture and geo based products. Develops mapping projects on demand from civil engineering and maintenance staff.

Develops GIS and digital data products in the area of remote sensing, photogrammetry & topography. Produce accurate, up-to-date maps for use by facilities engineering, emergency management, homeland security, Integrated Initiatives Office, county emergency managers, state agencies, information management and the military operations (National Guard)

Maintain the Agency's GIS data repository and provide all users within the agency access to the data. Develop and/or modify existing software and establish links to geo-referenced digital GIS databases in order to ensure information is linked to appropriate mapping elements and that analysis of the information can be performed, displayed and output to create final products.

Evaluate the availability and technical adequacy of existing digital data generated by other government agencies, the private sector, learning institutions, and state agencies, and individuals, as well as products created internally by others. Perform as the Agency's representative on interagency and intergovernmental GIS issues as they pertain to homeland security, emergency management, and military issues. Consult/meet/interact with agency military and civilian managers, staff, engineers, commanders, scientists, as well as representatives from other federal, state and local entities, educational and professional organizations, and professional personnel providing technical equipment and software support

**Minimum and Preferred Qualifications:** Requires a minimum of 1 year of undergraduate education in engineering, engineering technology, or architecture program, or other technical certification within the design, engineering tech/drafting/GIS area. Two (2) years of education and/or experience in GIS, Arc View GIS &/or digital spatial databases & analysis. Prefer good communication, organization & analytical skills. Knowledge of Spatial Data Standards for Facilities, Infrastructure and Environment (SDSFIE). Ability to analyze GIS and digital data and link modeling software to the Web.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>  
(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harper@us.army.mil](mailto:janice.l.harper@us.army.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #173378. The Adjutant General's Department is an Equal Opportunity Employer.

## Utility Worker Construction Facility Maintenance Office Salina, KS

**Requisition # 173353 – Open until December 15, 2012** – Full time, unclassified with benefits, state position, \$11.51 per hour. Standard 40 hour work week scheduled Monday thru Friday between 6:00 a.m. and 5:00 p.m.

**Job Description:** Mow, trim and landscape grounds with tractors, mowers, trimmer and edgers; remove snow from sidewalks and parking areas, occasionally operates trucks, forklifts and front end loaders and other mechanical equipment. Performs minor building maintenance and engine maintenance. Assists the General Maintenance/Repairs Tech II on major and minor electrical, plumbing and maintenance/repairs of armories throughout the State of Kansas during the winter season (November-March). Assists in constructing steel security caging and providing the supervisory skills in the installation; demolition and reconstruction of brick walls (vaults & supply rooms); delivery of equipment requiring emergency repairs and assisting in the repairs; assists in repairing HVAC components, boiler mechanical components and minor electrical repairs

**Minimum and Preferred Qualifications:** Desire 6 months experience in small engine repair and riding mowers. Desire 6 months experience in mechanical, plumbing and electrical repairs. Also desire a basic knowledge of planting flowers and shrubbery.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a paper application to A.J. Baxa, Salina CFMO, Bldg 350, 1901 Summers, Salina, KS. 67401.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harper@us.army.mil](mailto:janice.l.harper@us.army.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #173322. The Adjutant General's Department is an Equal Opportunity Employer.

## Executive Assistant to The Adjutant General - Administrative Officer Office of The Adjutant General, Topeka, KS

**Requisition # 173322 – Open until December 7, 2012** – Full time, unclassified with benefits, state position, \$17.39 to \$23.48 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

**Job Description:** Executive Assistant to The Adjutant General, Administrative Officer: This position is located in the Office of the Adjutant General. The incumbent assists the Adjutant General with a wide variety of administrative, management, and support services. This position serves as an advisor to the Adjutant General to improve organizational effectiveness and customer service as it relates to the front office and is responsible for identifying needed changes to office and clerical procedures for the Agency. The position assists in agency relations with Congressional delegation, Executive, Judicial and Legislative branches of state government and the Army and Air Force. Incumbent also makes all travel arrangements for the Adjutant General, is responsible for planning meetings as requested by the Adjutant General and to coordinate and tracks congressional, Governor's Office and public inquiries sent to the agency.

**Minimum and Preferred Qualifications:** Requires the ability to use the computer and standard office software. The Administrative Officer must have or be able to quickly develop a thorough knowledge of the organization and its operations. Must be self-motivated, capable of making appropriate decisions independently, responsible and possess good "people" skills.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harper@us.army.mil](mailto:janice.l.harper@us.army.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #173322. The Adjutant General's Department is an Equal Opportunity Employer.

## **REOPENED Media Blaster Readiness Sustainment Maintenance Site – Fort Riley, KS**

**Requisition #172880 – Closes December 2, 2012** - Full time, unclassified temporary with benefits, state position, \$14.30 per hour in Fort Riley, Kansas. All application must be received by the closing date of 12/02/2012.

**Job Description:** Prepares, loads, cleans, unloads, services and inspects blasting equipment prior to use. Prepares metal surfaces for painting or repair. Uses grinders, sanders, media blast, Ultra High Pressure Water Blast machines and chemicals cleaners. Operates spray equipment and may be required to apply primers, preparations, rust inhibitors, and paints of various types. Maintains and records production related data in log or as directed. Cleans equipment and work area after use. Performs routine maintenance and limited repair on equipment. Completes minor metal material repairs using hand and power tools. May occasionally assist in performing equipment body repair, welding and metal fabrication.

**Minimum and Preferred Qualifications:** Requires ability to manipulate and control media hose weighing 25-30 lbs and water gun nozzles with up to 40,000 pounds per square inch of water pressure. Must have grip strength in the dominant hand to handle the pressure of the water gun nozzle. Frequently on concrete/asphalt surfaces for 1 hour at a time for up to 7 hours total in a work shift. Must be able to work on platforms/lifts/ladders and sometimes on scaffolding at heights up to 30 feet for up to 7 hours a shift. Involves a considerable amount of walking, standing, squatting, balancing, bending/stooping, kneeling, crouching, etc. Prefer knowledge of surface preparation, material coating application, water jet systems, surface material removal and skill in safely working at heights from ladders and scaffolding.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply: The application process has 4 STEPS.**

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

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